

661—402.303(97A) Application process.

402.303(1) *Actuarial cost quote of permissive service credit.* When the cost quote of permissive service credit is returned to the secretary, it shall be forwarded to the member promptly. Such delivery may be made through electronic mail, facsimile transmission, regular mail, or personal service. The cost quote of permissive service credit shall remain valid for six months from the date of the cost quote unless replaced by a subsequent cost quote for the same time period of permissive service credit.

402.303(2) *Submission of application to purchase permissive service credit.* The member may submit to the secretary an application to purchase years of permissive service credit in an amount no greater than the maximum certified years of permissive service credit at a rate quoted by the actuary. Full payment in the form of a check or money order payable to the Peace Officers' Retirement, Accident, and Disability System, or certification of intent to pay through a qualified plan, or a combination thereof, shall accompany the application to purchase permissive service credit.

402.303(3) *Acceptance of application to purchase permissive service credit.* If the department accepts the application, the secretary, upon receipt of the full payment, shall deposit the payment in the system's accounts and shall adjust the member's time of service to reflect the increase in years of service under the system. Prior to the receipt of full payment, the secretary shall make no adjustment to the member's years of service.

402.303(4) *Rejection of application to purchase permissive service credit.* If the department rejects the application, the secretary shall return the payment to the member and shall refer the rejected application to the board for review at the next regularly scheduled meeting.